


# JobNow & VetNow Quick-Start and User Guide

Brainfuse JobNow & VetNow features live online assistance, resume lab help, and wide range of academic tools to help job seekers and veterans reach their goals. Even though JobNow & VetNow is easy-to-use and requires no prior training, we have prepared the following guide to provide you with a brief introduction. The first part of this guide consists of quick-start instructions. For more details about various features of JobNow & VetNow, see the User Guide that follows.

## Quick-Start Instructions

**Get Live Job Coaching:** For live help with your job search, a resume, or interview preparation, select “Connect” in the Live Job Coaching box.


**Live Job Coaching**



Click here to get help searching for available positions in your area, preparing for an interview, or creating a resume.

Connect

**Live Veteran Navigator**



Connect with an expert to learn more about eligible VA benefits and community resources.

Connect

**Connect with VA Experts:** For live assistance with your VA benefits eligibility or community resources for veterans, select “Connect” in the Live Veteran Navigator box.

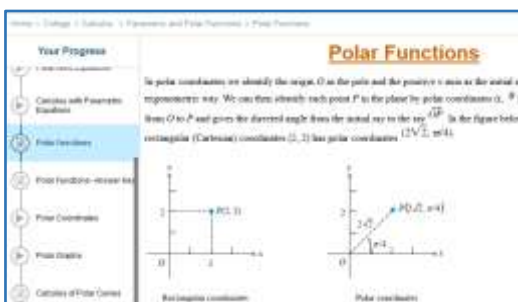
**Submit a Resume to the Resume Lab:** Click “Submit Resume” to upload your resume to our Resume Lab. Our career experts will analyze your resume and provide constructive feedback within 24 hours.

**Resume Lab**



Click here for assistance updating your resume or transitioning your resume from military to civilian careers. Brainfuse Experts can help with your formatting, key words, and more.

Submit Resume



**Review Lessons and Take Practice Tests:** Visit LearnNow to build academic skills through lessons and practice tests.

# User Guide

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JOB TITLE, KEYWORDS OR COMPANY NAME      CITY, STATE OR ZIP CODE

<p><b>Live Job Coaching</b></p> <p>Click here to get help to transition your resume from military to civilian careers including translating military skills, key words, and more</p> <p><a href="#">Connect</a></p>	<p><b>Resume Lab</b></p> <p>Click here to get help to transition your resume from military to civilian careers including formatting, key words, transferable skills, and more from Brainfuse experts.</p> <p><a href="#">Submit Resume</a></p>	<p><b>Live Veteran Navigator</b></p> <p>Connect with an expert to learn more about eligible VA benefits and community resources</p> <p><a href="#">Connect</a></p>
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**Tools for Job Seekers**

<p><b>Live Resume Coaching</b> Resume Assistance from live experts</p>	<p><b>Live Interview Coaching</b> Interview coaching from live experts</p>
<p><b>eParachute</b> Discover the college majors and careers that match your skills and interests.</p>	<p><b>Job Resources</b> Begin your job search with these helpful resources</p>
<p><b>Resume Templates &amp; Resources</b> Get started by downloading a winning resume template and reviewing resources</p>	<p><b>Optimal Resume</b> Award-winning resume creation software, job interview preparation, and much more</p>
<p><b>Interview Tips</b> Helpful tips for interview success</p>	<p><b>Interview Resources</b> Carefully-selected resources to help you prepare for your interview</p>

**Tools for Veterans**

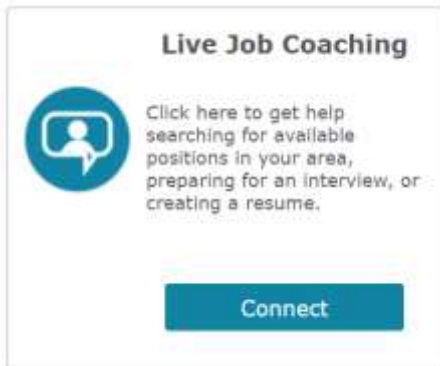
<p><b>Send Question</b> Need help navigating the VA system outside of the live hours? Send your question here</p>	<p><b>Veteran Resources</b> Carefully selected resources to help you understand your benefits and community resources</p>
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**College Skills**

<p><b>SkillSurfer</b> Live skills building and a library of lessons, videos, tests and more</p>	<p><b>LEAP Learning Platform</b> Diagnostic test center with customized study plans, lessons, and live tutoring</p>
<p><b>FlashBulb™</b> Create and share flashcards, tests, and games</p>	<p><b>MEET™</b> Schedule sessions with friends in our private virtual study room</p>
<p><b>Brainwave™</b> Create and share movie-like notes and ideas</p>	

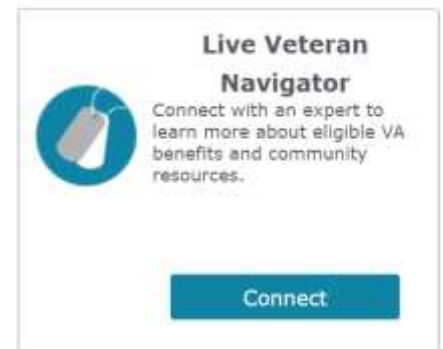
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**Live Help:** Connect with experts for assistance with career-related topics or veteran resources.

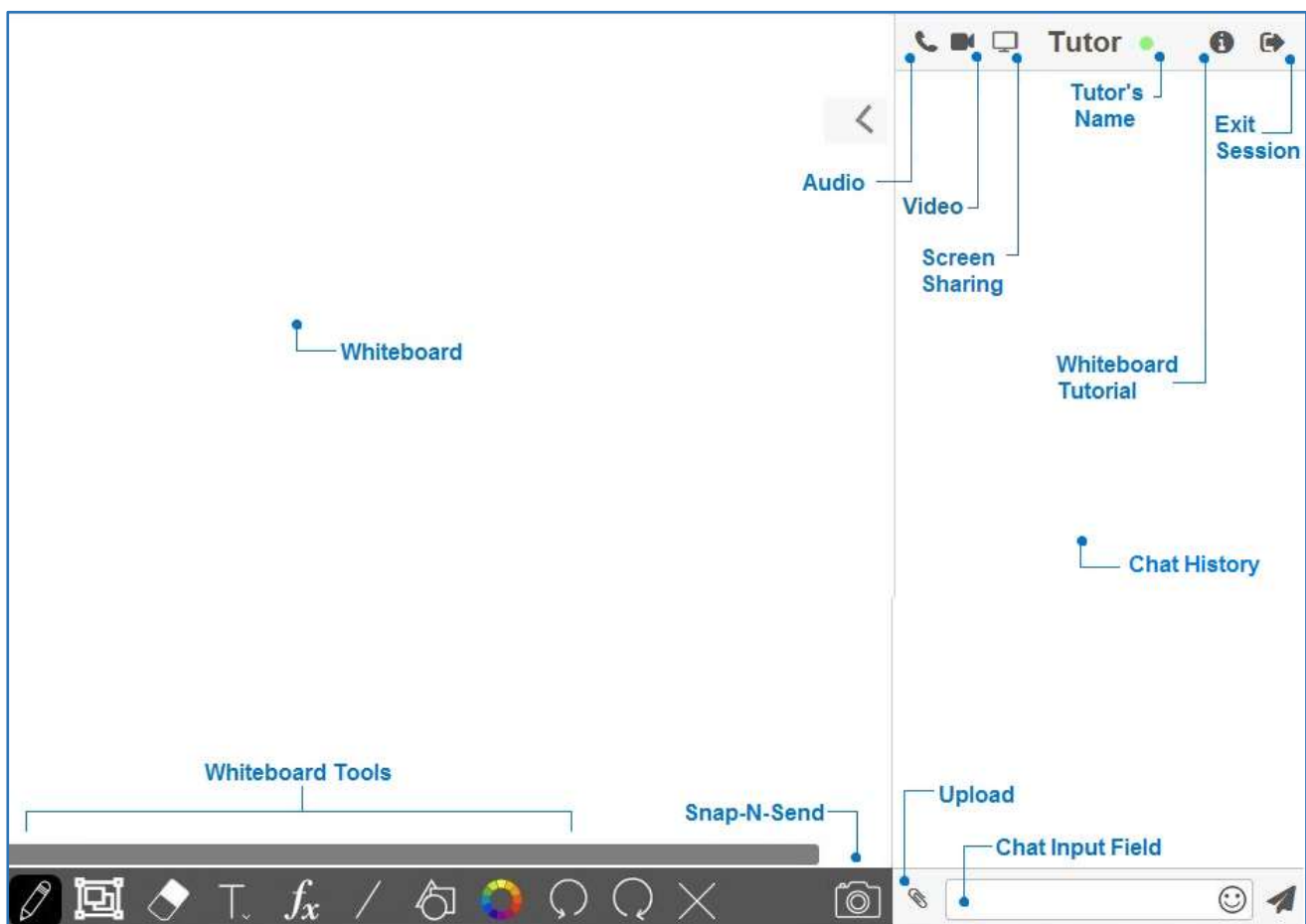



**Live Job Coaching:** To get online job assistance right away, simply select “Connect” in the Live Job Coaching box to begin working with a Brainfuse job coach through the Brainfuse Whiteboard.

**Live Veteran Navigator:** For immediate assistance with your VA Benefits or community resources, simply select “Connect” in the Live Veteran Navigator box to begin working with a Brainfuse job coach through the Brainfuse Whiteboard.



**The Brainfuse Whiteboard:** The Brainfuse Whiteboard provides you with a variety of tools to communicate with your expert.



**Whiteboard Tools:** To take a tour of the whiteboard tools, click  in the upper-right corner of the whiteboard.



**PEN:** Write/draw with your mouse



**EDIT:** Move items on the whiteboard and resize any uploaded images



**ERASER:** Erase items from the Whiteboard



**TEXT TOOL:** Click on the Whiteboard to start typing. When you select the text tool, it will reveal the following options:



**SUPERSCRIPIT:** Changes text into superscript



**SUBSCRIPT:** Changes text into subscript



**PASTE:** Paste text onto the Whiteboard



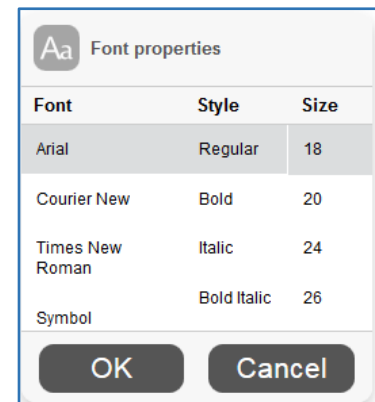
**FONT:** Change your font style and font size




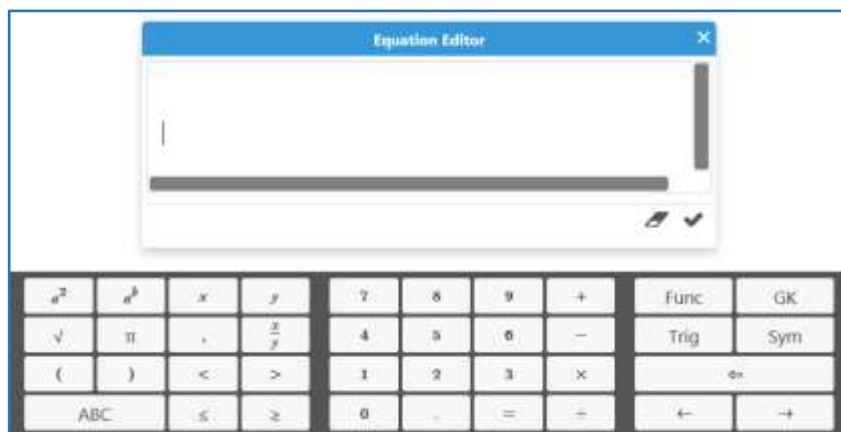
**MATH SYMBOLS:** Enter a mathematical symbol



**SCIENCE SYMBOLS:** Enter a scientific symbol



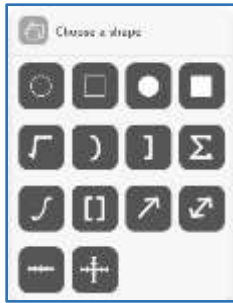
**TYPE EQUATIONS WITH THE EQUATION EDITOR:** The equation editor allows you to create mathematical equations, functions, and symbols in the available box. Click on the desired area of the Whiteboard where you want the equation to appear. When you are finished, click .



**DRAW A STRAIGHT LINE:** Draw a straight line on the Whiteboard



**DRAW SHAPES:** Select a shape from the menu to draw it on the Whiteboard



**DRAW NUMBER LINES AND GRAPHS:** Select MIN, MAX, and INTERVAL MODE to adjust the minimum, maximum and interval values



**COLOR PALETTE:** Select from the menu to change pen/text color



**UNDO:** Undo the last action



**REDO:** Reverse the last undo action



**CLEAR:** Clears the entire Whiteboard



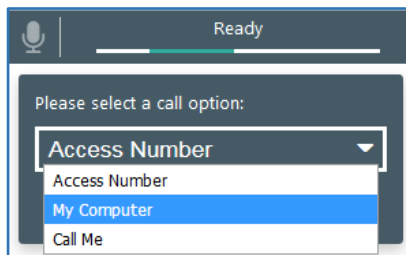
**SNAP-N-SEND:** Snap-N-Send enables you to scan documents or handwritten notes and send it to the Brainfuse Whiteboard during a live session. To use Snap-N-Send, simply download the Brainfuse Mobile App (iOS or Android versions) and follow the instructions to log into your Brainfuse account. During a live session, select the Snap-n-Send feature from the mobile app, scan the desired material with your mobile device, and it will appear on your whiteboard.



**UPLOAD FILES TO SHARE WITH EXPERT:** Click on the Upload button (bottom left of the Chat Box) to upload images, papers, or other assignments to work on them in real time



**USE AUDIO:** Select the Audio button (top left of the Chat Box) to speak with your expert through a secure and private conference room, using your computer (VoIP) or a toll-free call



**ACCESS NUMBER:** Use your phone to dial a toll-free, secure conference number

**MY COMPUTER:** Use your computer and internet connection (VoIP) to connect with your expert

**CALL ME:** Receive a phone call to connect with your expert. Please note that your expert will connect with you via our phone bridge. Experts will not have access to your phone number nor is it stored by Brainfuse.



**USE VIDEO:** Select the Video button (top left of the Chat Box) to begin using video through a secure and private conference room.



**USE SCREEN SHARING:** Select the Screen Share button (top left of the Chat Box) to begin sharing your screen with the student.

## Resume Lab: The Resume Lab offers job coach support to help you develop your resume.

To begin, simply select “Submit Resume” from the homepage to choose your assignment type.

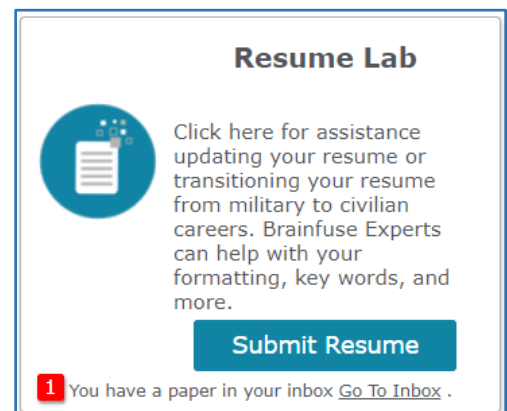


 A screenshot of a web form titled "Resume Lab". At the top, it says "Please attach your resume or cover letter. One of our resume experts will analyze it and return it to you within one business day. Check the Message Center to retrieve your submission." Below this, it says "Click 'Browse' to locate the file you wish to send to our resume experts." There are two radio button options: "From Computer" (selected) and "From CloudPack". Below the "From Computer" option is a file selection field that says "(0) file selected" and a blue "Upload File" button. Underneath, it lists supported file types: ".doc/.docx/.xls/.xlsx/.ppt/.pptx/.rtf/.txt/.pdf/.png/.jpg". Below the file upload section, it says "To receive the best personalized feedback, please include some details about the job or purpose for your file. If you have any additional comments or areas you would like us to focus on, please let us know here." There is a large text input area for comments. At the bottom left is a blue "Submit" button.

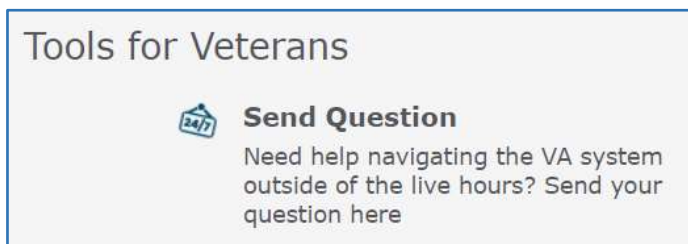
You will then be prompted to attach your resume and provide any additional comments that may be useful for our job coaches while reviewing your file. Once you are ready to send your resume to our experts, select “Submit.” Please note that only one file may be submitted at one time.

When you have submitted your file, you will receive a confirmation. A job coach will review your resume and return it with feedback within 24 hours.

When our review is complete, you will see an alert in the Resume Lab box on the home page. If you choose to save an email address in your account, you'll also receive a notification email. You can retrieve your feedback by following the alert or visiting “My Message Center.”



## Send Question: Get help with VA benefits outside of a live meeting.



As an alternative to connecting with a live veteran navigator, submit a question for an expert to review and receive a response within 24 hours.

## eParachute: Personalized recommendations for career or academic paths

Review suggested career or academic paths based on your unique profile that includes your interests, skills, and more.

The screenshot shows a user's profile page on the eParachute platform. The user's name is "Drankov's Profile". The page is divided into several sections:

- Find Career Ideas** and **Suggest Majors** buttons.
- Your Career Mood** section with "Featured Ideas", "Favorite Ideas", and "Hidden Ideas" lists.
- Search Career Ideas** section with a search bar and a "Search" button.
- Favorite People Types** section with "My Interest Code" and three large colored boxes: "S Social", "I Investigative", and "E Enterprising".
- Favorite Fields** section with a list of four fields: "1. Law and Government", "2. Economics and Accounting", "3. Engineering and Technology", and "4. Administration and Management".
- Favorite Skills** section with a list of three skills: "1. Initiate, lead, be a pioneer", "2. Persuade, sell, recruit", and "3. Convey warmth and empathy".

The screenshot shows a lesson page on the LearnNow platform. The title is "Equilibrium and Elasticity". The page is divided into several sections:

- Read Progress** section with a list of topics: "Gravity", "Quantitation", "Special Case of Vector", "Motion in Two or Three Dimensions", "Relative Motion", "Equilibrium and Elasticity", and "Fluid Mechanics".
- Conditions for equilibrium** section with text: "A particle is at equilibrium in an inertial frame of reference when the vector sum of all forces acting on the particle are zero. For a rigid body to be in equilibrium, two conditions must be satisfied: First, the vector sum of forces must be zero, therefore  $\Sigma \vec{F}_x = 0$ ,  $\Sigma \vec{F}_y = 0$ ,  $\Sigma \vec{F}_z = 0$ . Second, the sum of the torques about any point must be zero, therefore  $\Sigma \tau = 0$ ".
- Diagram** showing a stick figure with forces acting on it.

## LearnNow: Self-paced lessons and practice tests

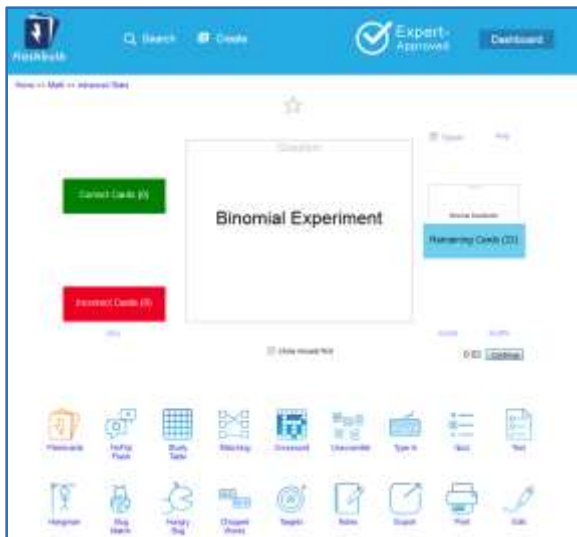
Master academic skills with LearnNow's library of instructional lessons, videos, and practice tests.

## LEAP: Customized study plans

Complete a test to create a personalized study plan to master content in specific topics.

The screenshot shows a "Learning Plan" page for "Basic Math 1". The page includes a "Back" button, a "LEAP" logo, and a "Your Learning Plan" section. The "Your Learning Plan" section explains that the plan helps master academic skills through lessons, quizzes, and live tutoring. Below this is a "Get Live Tutoring" section with a "Click 'Live Help' next to each topic to get expert assistance from a live online tutor." The main part of the page is a table showing progress for various skills.

Skills	Progress	Live Help
Order of Operations	0%	Live Help
Arithmetic	0%	Live Help
Rounding and Estimation	0%	Live Help
Prime Factorization	0%	Live Help
Square Roots	0%	Live Help
Decimals	0%	Live Help
Fractions	0%	Live Help
Ratio and Proportion	0%	Live Help
Percentage	0%	Live Help
Conversion	0%	Live Help
Geometry	0%	Live Help
Linear Equations	0%	Live Help
Interpret Data	0%	Live Help
Coordinate Geometry	0%	Live Help

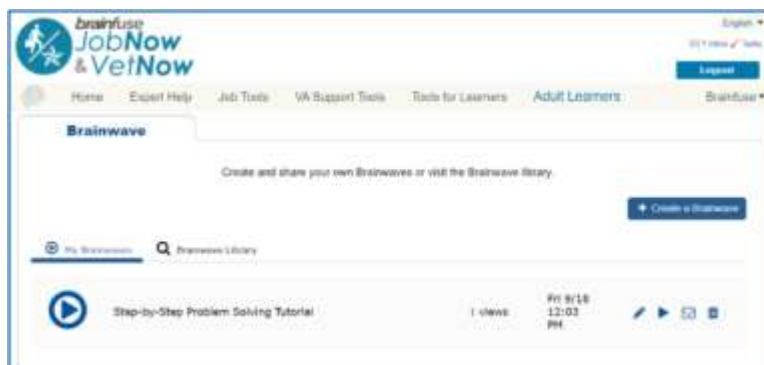
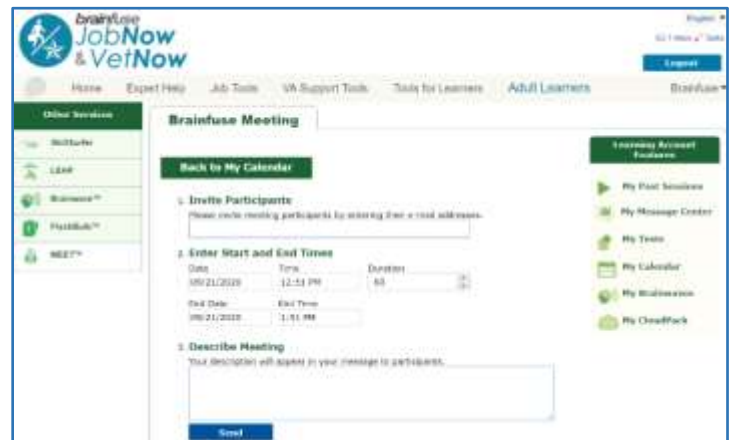


## Flashbulb: Flashcard study

Create your own flashcards or draw from an extensive library of flashcards sets that you can transform into games, practice tests, study tables, and more.

## MEET: Form online study groups

Easily schedule online study groups and meet with classmates or instructors in the Brainfuse Whiteboard.



## Brainwave: Create and share dynamic content

Create movie-like notes (Brainwaves) by recording your activity on the Brainfuse Whiteboard. Brainwaves are ideal for studying or sharing concepts that involve multi-step processes.



## Account Features: Access your Brainfuse activity through easy-to-use account options.

The screenshot displays the Brainfuse JobNow & VetNow user interface. At the top left is the logo, and at the top right are language and task indicators. A navigation bar includes links for Home, Expert Help, Job Tools, VA Support Tools, College Skills, and Adult Learners. A search bar is positioned below the navigation. The main content area features three primary service tiles: Live Job Coaching, Resume Lab, and a partially visible third tile. A 'My Account' dropdown menu is open on the right, listing various user-specific features. Below these tiles is a section for 'Tools for Job Seekers' with eight sub-tiles, and a section for 'Tools for Veterans' is partially visible at the bottom.

**Account Features:**

- My Account
- My Past Sessions
- My Message Center
- My Tests
- My Calendar
- My Brainwaves
- My CloudPack

**Tools for Job Seekers:**

- Live Resume Coaching**: Resume Assistance from live experts
- eParachute**: Discover the college majors and careers that match your skills and interests.
- Resume Templates & Resources**: Get started by downloading a winning resume template and reviewing resources
- Interview Tips**: Helpful tips for interview success
- Live Interview Coaching**: Interview coaching from live experts
- Job Resources**: Begin your job search with these helpful resources
- Optimal Resume**: Award-winning resume creation software, job interview preparation, and much more
- Interview Resources**: Carefully-selected resources to help you prepare for your interview

**Tools for Veterans**

**My Past Sessions** shows all of your past sessions so that you can replay them at a later date.

**My Message Center** contains all of the expert responses to your Resume Lab or Send Question submissions.

**My Tests** displays all of the practice tests you have taken. Tests can be reset from this page.

**My Calendar** tracks any scheduled MEET sessions.

**My Brainwaves** contains your Brainwaves to view, edit, or share with others.

**My CloudPack** allows you to create or save files for easy upload onto the Whiteboard or to the Resume Lab.

# About Us

## What is Brainfuse?

Brainfuse develops and provides virtual learning solutions for schools, libraries, colleges, and universities. Our philosophy is anchored in adherence to high standards and user-centered technology to build a better experience for learners of all backgrounds. Brainfuse helps students, job seekers, and veterans reach their goals by connecting them with qualified tutors, job coaches, and veteran navigators. Users can also initiate and organize online meetings for peer-to-peer learning. The Brainfuse learning platform empowers users to better manage outcomes by seamlessly integrating with the latest online technology.

## Who are Brainfuse experts?

Brainfuse job coaches, veteran navigators, and academic tutors are screened, trained, and managed directly by Brainfuse. Our experts are recruited from a diverse pool and include a mix of professionals, retired instructors, graduate students, college faculty members, veterans and more. Only experts with proven experience in their respective fields are hired by Brainfuse. Over 80% of our experts have a master's degree or a Ph.D. in their field.

# Questions?



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